RECEIVED
JUN 3
N. S. LEGISLATIVE
LIBRARY

1990

Activity Report

Public Legal
Education
SOCIETY OF NOVA SCOTIA

92-02776/

PLE's mission

The Public Legal Education Society helps Nova Scotians to understand the law so they can deal with legal problems, teach others about the law and act on their rights and responsibilities.

The Society is a registered charitable organization. All contributions are deductible for income tax purposes.

Core Funding 1990

Law Foundation of Nova Scotia
The Attorney General for the Province of Nova Scotia
Nova Scotia Barristers' Society
Department of Justice, Canada

Project Funding and Support 1990

Employment and Immigration Canada
Secretary of State
Health and Welfare Canada
Air Canada
Halifax Sheraton
Halifax Cablevision Ltd.
Atlantic Searoute Ltd.
Gaynor & Sarty Graphic Design & Illustration
Nova Scotia Department of Government Services
Solicitor General Canada
Department of Health & Fitness
Solicitor General, Nova Scotia
Department of Community Services
Michael Crawford
Private Donations
Goody Baskets Ltd.

Editor: Maria G. Franks

Layout & Design: Christina Hubbard

Graphics: Dalhousie Graphics

Printing: Dalhousie Print

Public Legal Education
SOCIETY OF NOVA SCOTIA

1127 Barrington Street
Halifax, Nova Scotia
B3H 2P8
(902) 423-7154 or 1-420-9779

ISBN: 0-88648-151-1

CONTENTS

Introduction 1

Highlights for the year 3

Report of the President 5

People at PLE 7

- Board of Directors 7
- Volunteers 8
- Staff 9

Making our organization stronger - the vision for PLE 11

Educating the system 15

PLE's response to Recommendation 16 of the Marshall Inquiry Report 17

Publishing Services 21

PLE Publications 23

Information Services 25

Law Classes, Workshops and Conferences 31

Special Projects 37

Financial Statements 39

INTRODUCTION

Who are we?

The Public Legal Education Society is a non-profit organization incorporated under the Societies Act of the Province of Nova Scotia. Since 1982 the organization has provided understandable information and resources on the law to the general public. PLE operates with a community-based Board of Directors, several full time staff members and the assistance of hundreds of volunteers. Core funding has been provided by the Law Foundation of Nova Scotia, the Department of Justice Canada, the Department of the Attorney General for the Province of Nova Scotia, the Nova Scotia Barristers' Society and through individual donations.

PLE's Mission

Our mission is to help Nova Scotians to understand the law so they can:

- ☐ deal with legal problems
- ☐ teach others about the law, and
- ☐ act on their rights and responsibilities.

We have a mandate to make the law understandable and accessible to the people of Nova Scotia. We believe that providing easy access to information on the law is a cornerstone in the construction of a fair justice system.

What do we do?

Public Legal Education Society

- ☐ offers a toll-free telephone information and referral service
- ☐ publishes booklets and pamphlets on the law which are available free or for a very small fee
- ☐ organizes law classes, conferences, seminars, and training opportunities for individuals and groups
- ☐ provides speakers through a Speakers Bureau
- ☐ maintains a library of general legal materials from which the public may borrow
- ☐ promotes the use of plain language
- ☐ develops materials for teachers and students
- ☐ works with libraries, community groups and others to make information on the law easily available
- ☐ undertakes special projects for women, youth, seniors and others
- ☐ distributes legal materials produced by other organizations
- ☐ works with government and the community to help Nova Scotians act on their rights and responsibilities

FOURTH ANNUAL LAW DAY LUNCHEON

Guest Speaker:
Michael Crawford
Executive Editor
Canadian Lawyer Magazine

Halifax Sheraton
Halifax, Nova Scotia
April 18, 1990

Public Legal Education
SOCIETY OF NOVA SCOTIA

The Public Legal Education Society

Since 1982 the PLE Society has been providing Nova Scotians with information on our laws and legal system.

The Society

- offers a toll-free telephone information and referral service
- publishes pamphlets, booklets, and curriculum resources
- offers free or low-cost law classes for the public
- works with regional libraries, community groups, and others to make information on the law available
- assists in organizing conferences and workshops
- provides expert speakers, and
- helps with curriculum development for teachers of law.

ur core funders are the Law Foundation of Nova otia, the NS Barristers' Society and the partment of Justice. Project support has come various sources, such as the Solicitor General, tary of State, Health and Welfare, Employment migration Canada and the Department of ion.

y

an initiative of the Canadian Bar , and across Canada during Law Week ents to promote a better public g of the law. In Nova Scotia there are ol tours of the Law Courts and ock trials and public information

rth Annual Law Day Luncheon

In honour of Law Day, and to celebrate the Society's year-long effort to promote a better public understanding of the law, we are having our Fourth Annual Law Day Luncheon.

Special Guest Speaker

Our very special guest speaker this year is Michael G. Crawford.

Michael Crawford has been executive editor of *Canadian Lawyer* magazine since 1987. Prior to that, he worked primarily for the CBC and CTV television as a reporter and producer. This work included contracts with CBC's *The Journal*, *Midday* and CTV's *W5*.

Before moving to Toronto in 1984, he worked for five years with CBC radio and television in New Brunswick as reporter and on-air announcer. He worked with CBC while attending law school and graduated with his law degree in 1984.

In 1986, Carswell Publications released Crawford's book -- *The Journalist's Legal Guide*, which has since sold over 2000 copies.

Proceeds from the luncheon will be used to further the work of the Society. Tax receipts will be issued for the maximum amount allowed by law.

Join us for lunch on April 18. Celebrate Law Day with us and help us work toward a better public understanding of the law!

HIGHLIGHTS FOR THE YEAR

- **Fourth Annual Law Day Luncheon,** held April 18 with guest speaker Michael Crawford, our celebration of Law Day
- Development of a five year Strategic Plan for PLE
- **Regional Workshops - A Team Approach to Family Violence Cases**
- Publication of **Mi'kmaq and the Law**
- Community Outreach project with Black and Native communities
- **Putting Our Legal Affairs in Order** - Legal Information Workshops for Nova Scotian women

Public Legal Education
SOCIETY OF NOVA SCOTIA

REPORT OF THE PRESIDENT

I have now completed my second and final year as President of the Public Legal Education Society. It has been a good year for PLE, as we continue to provide useful services to the people of Nova Scotia.

We continue in the implementation of our five year strategic plan for the Society, which was adopted last year. The major objectives for 1990 and for the next year are to:

- consolidate our funding base and existing programs
- develop ways to be more relevant and accessible to current and new users
- concentrate on staff development.

Our efforts so far have been encouraging.

The Society has continued to attempt to solidify its funding base. Last year, the Law Foundation of Nova Scotia gave us a generous three-year grant, which has given us some ability to predict our future financial needs. The Province of Nova Scotia, through the Attorney General's Department, has recognized the services provided by PLE to the people of Nova Scotia by giving us financial assistance, and we hope that this commitment will be an annual one. The Barristers' Society of Nova Scotia also provided a grant and is working on a formula to provide an annual contribution.

We have worked on many projects in 1990. Our toll free telephone line continues to be extremely well used, confirming the real needs that our service is providing. We continue to provide publications and workshops, working together with constituencies who have needs in particular areas with projects such as the Community Outreach project with Black and Native communities and Legal Information Workshops for Nova Scotian women. This year, we have placed special emphasis on 'plain language', and have engaged in workshops and projects with both government and the community to ensure that publications are easily accessible and understandable. This is an increasingly important initiative.

My term on the Board of PLE is now ending. It has been a real pleasure to work closely with the volunteers, staff, Board members, and Thelma. I wish the Society every success in the future.

Susan Ashley, President

PEOPLE AT PLE

BOARD OF DIRECTORS

Apppointments to the Board are for two years, and are made at the Annual General Meeting in June.

At December 1990, the Board of Directors included:

Susan Ashley (**President**)
Associate Dean
Dalhousie Law School
Halifax, NS

Don Trivett (**Vice President**)
Chairman
Amusements Regulation Board
Halifax, NS

David Francis (**Treasurer**)
Controller
Atlantic Searoute Ltd.
Halifax, NS

Janis Jones-Darrell (**Secretary**)
Advisor to the President
Dalhousie University
Halifax, NS

Christopher Manning
(**Member at Large**)
Barrister & Solicitor
Halifax, NS

Laura Jantek
Co-ordinator, Information Services
Halifax City Regional Library
Halifax, NS

A. Lloyd Caldwell, Q.C.
Barrister & Solicitor
Halifax, NS

Lois Dyer-Mann
Vice President
Finance and Admin.
Mt. St. Vincent University
Halifax, NS

Rusty McClelland
Senior Mangement Section
Dept. Advanced Education & Job Training
Halifax, NS

Barbara Campbell
Librarian
NS Barristers' Society
Halifax, NS

Judge Margaret Stewart
Family Court
Kentville, NS

Cathy Martin
Director
MicMac Professional Careers Project
Henson College
Halifax, NS

Keith W. R. Kerr
Director
Continuing Education
NS Teachers' College
Truro, NS

Fred Beaton
Entrepeneur
Halifax, NS

Robert Huestis
Barrister & Solicitor
Dartmouth, NS

Peter Spurway
Communications Officer
Dept. of Attorney General
Halifax, NS

J. Roger Gallant
Financial Manager
Halifax, NS

Wanda Thomas-Bernard
Assistant Professor
Maritime School of Social Work
Halifax, NS

Linda Macdonald
Community Volunteer
Halifax, NS

VOLUNTEERS

The endurance and success of our programs is due substantially to the many volunteers who are so willing to help.

Our volunteers are very important to us. They tip the scales in our favour and help to make PLE's programs and projects a success. The Society could not begin to address its mandate without the help of these dedicated, hard-working people.

Volunteers serve on our Board of Directors and on our Committees, they assist our project workers, and help to raise funds. We also have a group of volunteers who are available to assist staff in the office and with PLE displays outside of the office.

Our Speakers Bureau has 350 members of the Nova Scotia Barristers' Society, as well as Judges, and a number of knowledgeable civil servants and professionals in other fields. These volunteers are called upon constantly to give lectures, edit materials, update our staff on the law and provide assistance and advice to our researchers.

Our Volunteer Development Committee was established in July of 1989. The Committee has since made recommendations on how we can further enhance and develop our Volunteer Program. We organized two major recruitments of volunteers, in June and November, to help in staffing our displays outside of the office as well as assisting with tasks in the office. New volunteers participate in two orientation sessions before beginning work with PLE.

Future developments will include a Volunteer Recognition Night and a Volunteer of the Year Award. In addition, the Volunteer Development Committee will continue its assessment and practical encouragement of volunteer programs and participation.

to all volunteers for your generous help!

STAFF

As in past years, the Society was fortunate to have committed and talented people on staff during 1990. In addition to the core funding received from the Law Foundation of Nova Scotia, the Department of Justice, the NS Department of the Attorney General and the Nova Scotia Barristers' Society, grants which allowed staff to be hired were received from Employment and Immigration Canada, Secretary of State and Health and Welfare Canada. While staff are usually hired to conduct special projects, they willingly undertake additional tasks so that we can do our job more effectively.

Full and Part time in 1990 were:

Thelma Costello, B.A., LL.B.	Executive Director
Christina Hubbard, Diploma - Business	Administrative Assistant
Ann Marie Kent, Diploma - Business	Programming Assistant
Maria G. Franks, B.A. Law (Hons)	Manager, Publication Services
Peter Webster, B.A., M.L.S.	Manager, Library and Telephone Information Services

For part of the year:

Catherine Lambert	Project Manager
Dawn Howell	Project Manager
Hope Bowden	Community Outreach Worker Distribution Clerk
Laurie Cook	Community Outreach Worker
Brenda MacDougall	Distribution Clerk
Susan Kearley	Library Assistant
Erica Garrett	Bookkeeper
Bernice Moores	Bookkeeper

PLE Fan Mail

Comments and suggestions from evaluation sheets at a PLE Workshop

"Most enjoyable, informative and thought provoking."

"This type of seminar is so helpful to the many women who do not know what their rights are. Hope these seminars are offered more often even if you have to charge a fee."

"An eye-opening experience. Most of the group was not aware of many things that came up tonight."

"This was very worthwhile. I'm glad I came."

"This just gave me a taste for more. I think you should have an all day workshop with more speakers."

"Would highly recommend this to others. Time well spent."

"This is my 2nd workshop. Each time I learn a little more. I have a keen interest in knowing my rights."

Comments directed at PLE about its services

"I appreciate the service you supply to citizens of the province."

"I greatly appreciate what your organization is designed to accomplish and would be pleased to become more involved."

"Thank you for your help! We greatly appreciate your service."

MAKING OUR ORGANIZATION STRONGER...

In 1989, PLE embarked on a strategic planning process that resulted in the adoption in 1990 of a five year plan. During the planning process, several sub-committees examined aspects of the Society's operation and made recommendations to the Strategic Planning Committee. In all, 40 people, serving on various Committees, and representing a broad range of talents, helped us develop our strategic plan.

Part of the process of developing the Strategic Plan was to articulate a vision for PLE. This is what is contained in our final report:

> A vision statement articulates how the organization will undertake its mission. It provides the direction in which the organization would move and the energy to begin that move. Committee member John Ure described the power of visioning in this way:
>
> *When we envision something we get a picture of the future as we would most like it to be. In a group setting, we have to overlay our individual pictures and find out what is important to all. The differences will serve to enrich the background of the picture, or highlight areas that are still not in focus and need to be resolved. When our collective picture is clear we then have a powerful image to motivate the whole organization.*
>
> *Now, we might say that our vision is unrealistic and impossible to attain, but remember, it comes from the well-spring of our strong desires and it is grounded in our experience of the situation.*
>
> *When we propose this vision, we are in a sense creating the future that we want. Suddenly we can identify an essential priority, a dramatic and much-needed change, an unprecedented major result - and it will require our utmost will and ability to make it happen. Compare this surge of creative energy to the kind of energy that is usually spread very thin throughout the organization to maintain the status quo, or at best, to improve, by increments, past results.*
>
> *Of course, we don't know at this stage how we will make this vision happen, but we do have enough information and resources to get started in the right direction. And if we believe, and we can convince others to believe, that it is vitally important to achieve this vision then we need no more than that to start our journey.*

The vision of PLE

In our vision, PLE will continue to be firstly and primarily concerned with educating people about the law. It will continue to do this largely through publications, classes, forums and other public programs, the telephone information service, and other approaches. We see the organization having a strong public image, based on its reputation for integrity and credibility, in all of its activities.

In addition, we see PLE developing in three key areas in the future:

1. Advocacy

We see PLE speaking out publicly on matters such as law reform, plain language law, and other issues affecting fairness and access.

We see PLE placing an emphasis on educating in ways that directly help people to deal with legal problems.

We see PLE taking a "how to" approach to materials and programs, and working to provide helpful resources for legal situations.

We also see PLE promoting an active network of community groups and agencies to bring about a dialogue between this network and government and legal institutions.

2. Community Ownership

We would like to see PLE with the broadest possible base of community support.

We see PLE making partnerships with a wide range of community and special interest groups, in day to day operations and for special projects.

We see the necessary steps being taken to ensure that PLE's partnerships are multi-cultural and multi-racial. We see a special effort being made to see that all Nova Scotia's ethnic, regional and economic groupings are well served, particularly those most in need of fuller and fairer access to the legal system.

We see PLE being committed to Community Development models of service delivery.

We see PLE's effectiveness augmented by strong support from a large and active contingent of volunteers.

3. Organizational stability

We see PLE as a focused and confident organization with a clear idea of what it is and what it is doing, both internally and externally in the community.

We see the organization committed to thoughtful research, and to sound and careful design and development in all its programs.

We expect to see PLE with a secure funding base, and sufficient staff to do justice to the potential of all its programs.

We feel that a broad and secure funding base will allow PLE to plan and set priorities without being either funder driven, or overly influenced by the needs of any one funder.

Having established the vision, our next steps were to find the best ways of making this happen.

From this vision, and after assessing the external and internal environment, the Committee identified strategic issues and directions, and finally developed strategies which will govern, in large measure, our activities over the next two years. The three strategic directions on which we will concentrate are:

> Our need to consolidate operations, funding sources and establish priorities - basically get our house in better order.
>
> Our need to become more relevant and accessible to current and new users. We need to build on our connections to current users and develop new relationships with diverse constituents.
>
> Our need to recognize staff contribution to PLE; balancing staff resources and organizational needs; fostering creativity and energy and avoiding staff burn-out.

An Implementation Committee has been established, and early in 1991, will present a two year plan to the Board for their approval.

Developing a Strategic Plan is a lot of work, but is worth every minute. Our organization feels stronger, and our volunteers and staff are looking forward to the next two years with energy and enthusiasm.

EDUCATING THE SYSTEM ...

In the vision for PLE developed by our Strategic Planning Committee, we said that PLE had an advocacy role. Part of that role should be to promote an active network of community groups and agencies to bring about a dialogue between the network and groups within it and government and legal institutions.

One of our responses to this in 1990 was to conduct a survey of community concerns for the Nova Scotia Court Structure Task Force. The Task Force wanted some initial input from the public about its perception of the efficiency and effectiveness of our current court system.

The survey was sent to 230 community groups and agencies, including professional associations, transition houses, counselling agencies, Chambers of Commerce, Helplines, child welfare agencies, groups representing Blacks and Natives, and agencies dealing with immigration, women, disabled persons, human rights and justice. The intent was to tap into the broadest possible lay experience of the Nova Scotia court system. These groups were not expected to have first hand experience in the courts, but were asked to respond on the basis of their knowledge of the experience or opinions of their group's members or clients.

A number of recurring themes and suggestions for improvement emerge from a review of the surveys that were returned. A number of these themes are influenced by the fact that the majority of the responses deal with the perceptions and experiences of groups who assist people involved in the Criminal and Family Court systems:

a) Need for information/education

Community agencies participating in the survey believe that the public generally and, in particular, their clients or members, need more information on the legal system: their rights, the legal process, and court or tribunal procedures. A corollary of this is the need for plain language throughout the legal system - less legal terminology used by lawyers, court staff and judges as well as plain, easy to understand forms and documents.

Another widely held view of the groups responding was that those involved as officials in the legal system - judges, crown prosecutors, lawyers and court staff - need education and training in various areas, such as:

- the effect of social conditions in which many of the people involved with the legal system find themselves (poverty, violence, unemployment, etc.);
- changing family structure and dynamics with special emphasis on the long term effects of family violence and sexual abuse;
- sensitivity and cultural training with respect to women, Natives, Blacks, disabled persons and minorities generally.

b) Changes in the System Itself

There was broad consensus that matters proceeding through court take too long. Costs escalate for those involved, not just financially but in terms of stress and trauma. There was a generalized expression of opinion that the process must be faster and more efficient.

Many respondents also expressed the view that women and minorities must be represented among officials of the system at every level, including judges, lawyers, court staff and juries.

Many respondents felt that alternatives to the court system (such as mediation and arbitration) should be attempted in situations where negotiated resolution would have a better chance of long term success, such as some family matters. There was a general view as well that settlement discussions are likely to be useful if the matter is headed for court anyway. Added advantages of mediation and arbitration are that they should avoid much of the expense and delay of the court process.

c) Resources

Many of the community groups involved in the survey identified a need for:

- the commitment of greater resources to the legal system, without which change will not be effective
- changes to the unreasonably high caseloads of legal aid lawyers
- greater victim support and the use of child advocates in court
- provision of interim protection for families who are subject to abuse as matters wind their way through the court system
- separate waiting rooms for parties and witnesses
- special assistive devices and assistance for the disabled.

Some agencies also recognized that the legal system itself cannot supply all the required resources to support and assist those going through the legal system, and they suggested a growing role for community and other government agencies.

d) Recognition and Resolution of Underlying Problems

Many respondents identified poverty, lack of education and confidence, and general disadvantage as the underlying social condition of those utilizing the court system, particularly at the Family and Criminal Court levels. Many groups expressed the view that court judgments which do not take these factors into account and provide decisions which attempt to remedy the underlying problems (including substance abuse, psychological disorders, violence and so on) simply will not be effective. Several groups called for mandatory treatment programs for offenders. This, of course, also refers back to the need for greater resources devoted to the disadvantaged in society generally and to the legal system in particular.

These are challenging concerns which require responses from organizations like ours, from government and from other community organizations, not just from the Task Force. In the years ahead, PLE will continue to emphasize these concerns and work toward solutions.

PLE'S RESPONSE TO RECOMMENDATION 16 OF THE MARSHALL INQUIRY REPORT

Recommendation 16 of the Marshall Inquiry Report states:

> We recommend that the Public Legal Education Society consult and work with Native and Black groups to develop and provide legal materials and services for minority users. These initiatives cannot be undertaken without specific funding. This should be provided where necessary by Government.

PLE welcomed this recommendation and, with the resources available, has as much as possible extended initiatives already undertaken prior to the Marshall Report's recommendation.

Following are our efforts in this year alone:

January - April

In the project outlined on page 33, **Putting Our Affairs in Order: Legal Information Workshops for Women,** a particular effort was made to work with women's groups in both the Black and Native communities, with the result that at seven of the nine workshops offered, the majority of women who attended were from these communities. From the very beginning of the project, a community development model was adopted in the implementation of the project goals. We found local community groups who were interested in co-sponsoring workshops in their areas, and this enabled a high level of community contribution to the planning and design of each workshop and contributed in great measure to their success.

March

We helped organize an evening forum at the North Branch Library called **Confronting Racism: Understanding the Issues** which was attended by over 150 people. Co-sponsors of the event were our Society, the Halifax City Regional Library, the Afro-Canadian Caucus, the Coalition Against Apartheid, Nova Scotia Chapters of the Congress of Black Women of Canada and the International Education Centre at Saint Mary's University.

June

At the request of the Confederacy of Mainland MicMacs we helped organize a one day seminar in Truro on **Law for Non-Profit Organizations.** The Confederacy brought in their members, helped set the agenda and established priorities for the day. Our Society provided resource material and speakers. This collaborative effort was extremely successful and we are planning further similar events with the Confederacy, as their needs dictate.

May to August

During the spring and summer we conducted a **Community Outreach Project,** outlined on page 33. Several members of our Board of Directors met with leaders from the Black and Native communities to seek advice on how best to work with and serve their communities. Our two project staff met with dozens of representatives of Black and Native community groups to tell them about our Society and the services we offer, to learn about their legal information needs and to learn how we might work together to meet those needs.

PLE sees the need for a full time community development worker. Without a staff person assigned to this task, community outreach and development is impossible. However, even in the absence of a staffperson, PLE is committed to continuing the efforts of our Community Outreach Project and as much as possible to providing services and resources that are timely and relevant.

August

During the past several years, our Society had been working on the booklet **Mi'kmaq and the Law,** and during its development we consulted and worked with representatives from the Native community as well as with local lawyers. These advisors read the document through its several drafts, provided information and advice and assisted with its design. Mi'kmaq and the Law was published this year, and we are very happy with the response from both native and non-native communities. We have received orders from the Confederacy of Mainland MicMacs, MicMac Family & Children's Services, the Native Studies Program of the University College of Cape Breton and others, and hope that this will be the beginning of further collaborative efforts with the Native community.

October and November

This fall, the Executive Director met with members of the Inglewood Community Centre (near Bridgetown) to discuss another **Putting Your Affairs in Order** project, which will be tailored for their area. With their concurrence and advice, and if funding is obtained, we will be organizing several workshops in the area from Bridgetown to Shelburne, primarily for Black and Native communities. We hope to initiate this project in the coming year.

We will also be following up on several other projects and program ideas presented to Board members during their consultation with leaders of the Black and Native communities.

PLE's PROGRAMS

Publishing Services

Publications

The publishing highlight of the year for PLE was the launch of the booklet **"Mi'kmaq and the Law"**. It was published in August. The first run of 500 was quickly distributed. PLE then set to work to *find funding for a second printing.*

Other new publications in 1990 include pamphlets on making a will and separation. In June, we completed the revision of the family law and criminal law pamphlets. We also discontinued several titles such as **Drinking and driving** and **Possession of drugs.** Information on these subjects is available from other sources such as the Federal government.

In addition to publishing pamphlets, booklets and manuals, PLE publishes a newsletter, **PLE News**, four times a year. The newsletter is distributed free to PLE volunteers and members, community agencies and government departments. PLE News provides information on PLE projects, programs and events, funding opportunities and upcoming events in the community.

Video Productions

In 1990 PLE and Halifax Cablevision Ltd. worked together to produce a half hour program called **The Dynamics of Wife Battering.** It has been aired three times on Halifax Cable and is being distributed to all other cable stations in the province. VHS copies are available on loan or for purchase from PLE, and a package of written materials is available which can be photocopied for distribution to viewers. The video is intended for use by high schools and schools of nursing, social work, medicine, law, etc.

Who uses PLE's materials?

Materials are used by individuals, teachers and other educators, students, lawyers, police, community groups and government departments. In 1990 over 38,000 pamphlets were distributed. In addition, the Society sold or distributed over 2,400 copies of its other publications.

In addition, copies of PLE's family law pamphlets are distributed by the Department of Community Services to Family Courts across the province and PLE's pamphlet **A Guide to Jury Duty** is included by the Department of the Attorney General with each Jury Notice it sends out.

Other Initiatives

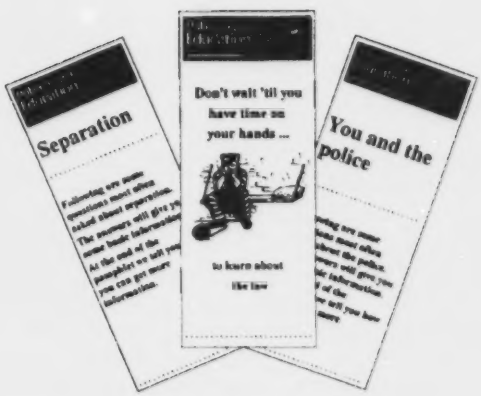
Following recommendations in the Strategic Plan, PLE struck a volunteer Publication Advisory Committee to monitor the Publication Program, decide how the program can best meet the goals of the Society and the needs of Nova Scotians, develop publication guidelines and advise the Program Manager.

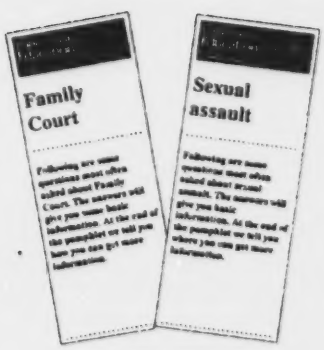
In addition to producing its own materials PLE undertakes outside projects. In May, PLE entered into a contract with the NS Electoral Commission to rewrite the Handbook for Deputy Returning Officers. The project should be completed in 1991. PLE is pleased that the Commission took the initiative to reproduce the Handbook in plain language.

Thank you to our volunteers

Publications produced by PLE are reviewed by lawyers, other professionals and members of community groups who volunteer their time to ensure that information is legally accurate and pertinent to the target group. We are grateful to them for giving their time so generously.

Marla G. Franks
Manager Publication Services





Following is a list of resources currently published by the Society:

Pamphlets are free, booklets cost $3.50 and other publications are priced according to the costs of production.

Booklets and Manuals

General Interest
Advocacy Guide for the Physically Handicapped
Landlord and Tenant Law in Nova Scotia
Mi'kmaq and the Law
No Big Secret: Social Assistance Information for Advocacy Workers in Nova Scotia
Non-Profit Organizations: A Nova Scotia Guide
Seniors and the Law kit
Striking a Bargain: Consumer Law in Nova Scotia
Taking your Case to Small Claims Court
Trial and Error: Our Legal History
Understanding the Charter: A Nova Scotia Guide to the Charter of Rights and Freedoms
Wills and Estate Law in Nova Scotia

Teaching Aids and Community Resources
Family Violence: An Annotated Bibliography
Fine Print: A Guide to Law Materials for Nova Scotians, 2nd edition
Laying Down the Law: An Advocate's Manual on Family Violence
Letter of the Law: A Legal Research Guide
Teaching Human Rights: A Casebook for Senior High Teachers
Women in Conflict, Women as Victims: A Criminal Justice Training Manual
Young Offenders Act - Purpose and Application: a teaching package for Junior High Social Studies, Gr 9 level

Pamphlets (Free)

General
Public Legal Education Society
PLE Poster
Speakers' Bureau

Family Law
Adoption
Changing your Name
Common Law Relationships
Custody and Access
Family Court
Maintenance
Separation
Wife Abuse

Criminal Law
A Guide to Jury Duty
Being A Witness
Sexual Assault
Prostitutes and the Law, Part 1
Prostitutes and the Law, Part 2
Sentencing
Peace Bonds
You and the Police

Employment Law
An Introduction
Discrimination in Employment
Getting Paid
Losing your Job

Seniors and the Law
Elder Abuse - Adult Protection Act
Homes for Special Care
Guardianship of Adults
Patients' Rights
Public Trustee
When you need help to manage in your home ...
Powers of Attorney

Wills and Estate Law
Duties of an executor
Who looks after your will when you die?
Making a will
How to obtain probate
Removing an executor or stepping down

In addition to our own publications, we distribute those from other groups and from government. Examples are: **The Law and Older Nova Scotians, Understanding The Law: A Guide for Women in Nova Scotia,** pamphlets published by the Nova Scotia Barristers' Society, the federal and provincial governments and other agencies.

Telephone Information and Referral Service

PLE's Telephone Information and Referral Service is now in its fourth year of operations. As the charts on the following pages show, the service continues to be a success, and is used by ever greater numbers of Nova Scotians each year.

In 1990 the information service provided 8,188 callers from across the province with answers to their legal questions, materials on the law, and referrals to other agencies for help with their legal problems.

This represents a substantial 24.3% increase in use of the information service over 1989.

Calls to PLE have always covered a very wide range of issues. However, **family law** continues to be the most common topic of concern accounting for 31% of all information requests. **Criminal matters** such as shoplifting, impaired driving and assault, account for 12 % of calls. Debt and credit problems follow closely, accounting for 11 % of calls. Other common subjects of concern are **consumer complaints** and **landlord and tenant** disputes which account for 6 % of calls each. **Employment** issues and **wills and estate** matters account for 5 % of calls each.

PLE Library Resources

In addition to the telephone information service PLE also maintains an extensive lending library of legal materials aimed at the needs of the general public. The library is available to the public and materials may be borrowed free of charge.

Students, teachers and everyone else with an interest in legal issues, are invited to drop in and make use of the library. Our collection includes books and magazines, a collection of teaching aids and textbooks, basic legal research materials, government documents and federal and Nova Scotia statutes and regulations, as well as newspaper clippings, pamphlets and other resource materials.

We also have a growing list of video tapes and other audio visual materials on legal topics available on loan. In addition, we distribute a wide selection of booklets, pamphlets and other materials published by government and other organizations, free of charge.

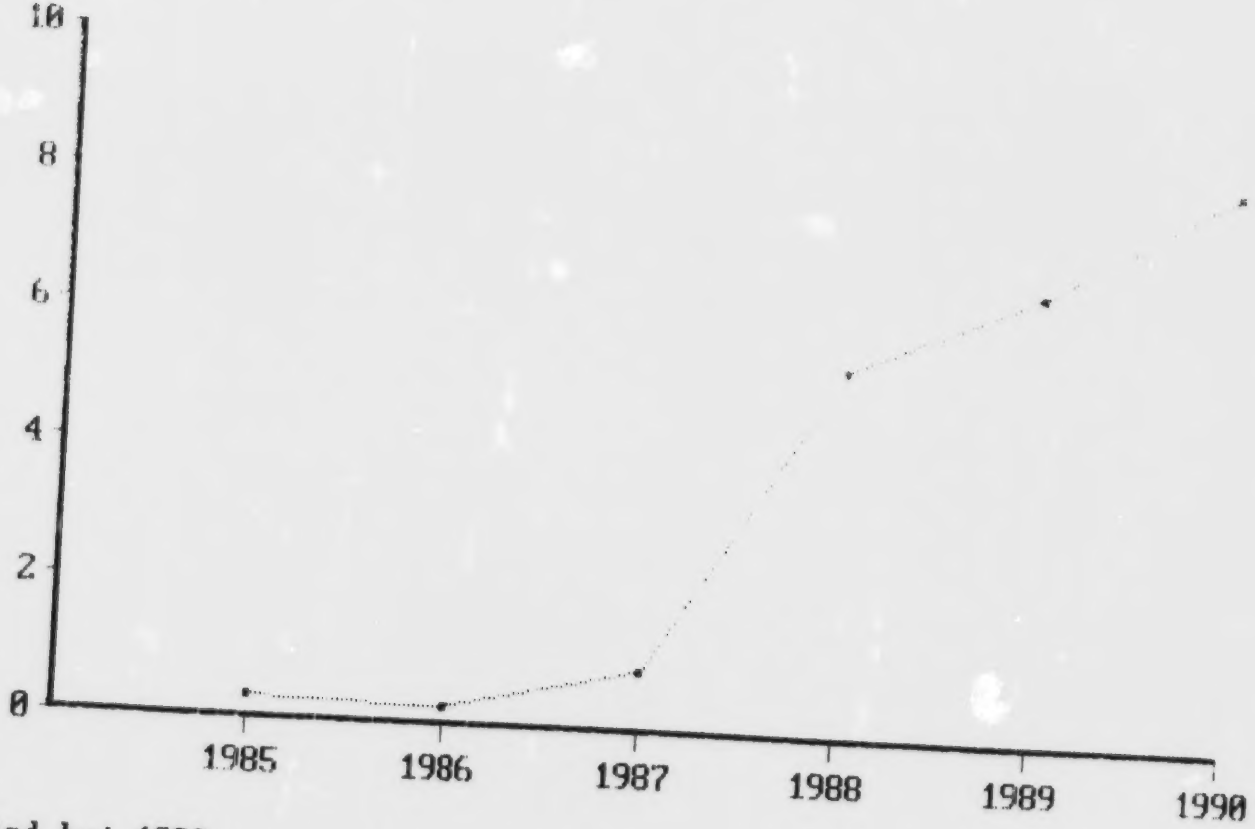
PLE library services were used by over 300 people in 1990, and over 400 books were borrowed. The library is also used for in-house research by staff.

Telephone Information and Referral
Statistical Summary
January - December 1990

Subject of Call	January	February	March	April	May	June	July	August	September	October	November	December	1990 total	1989 total
Family	214	168	204	182	204	214	226	253	219	273	236	150	2543	1947
Debtor/Creditor	66	63	38	51	83	89	75	80	87	113	72	68	885	616
Consumer	26	21	36	56	52	55	41	40	36	47	36	36	482	317
Criminal	81	74	89	70	92	94	101	80	62	91	101	70	1005	770
Motor Vehicle	25	19	19	22	26	32	32	26	17	24	17	16	275	274
Landlord/Tenant	37	34	38	56	44	43	37	31	35	44	39	17	455	391
Employment	29	32	37	26	34	41	38	30	22	23	39	24	375	274
Wills	38	30	32	35	46	31	46	34	27	29	42	28	418	367
Property	31	31	21	29	43	41	26	36	23	20	24	18	343	300
Torts	19	12	29	11	22	30	32	30	12	17	21	4	239	356
Community Services	5	10	2	7	8	7	12	11	6	5	8	5	86	98
Lawyers	19	9	8	7	13	8	10	9	15	10	4	4	116	94
Insurance	10	10	5	12	19	11	23	9	11	16	20	10	156	115
Government	18	15	15	17	20	11	20	20	19	15	11	10	191	152
Police	3	8	2	3	4	8	7	4	2	2	7	6	56	26
Other	39	60	38	44	50	68	35	47	42	60	47	33	563	488
Total	660	596	613	628	760	783	761	740	635	789	724	499	8188	6585

Increase in Information Requests to PLE

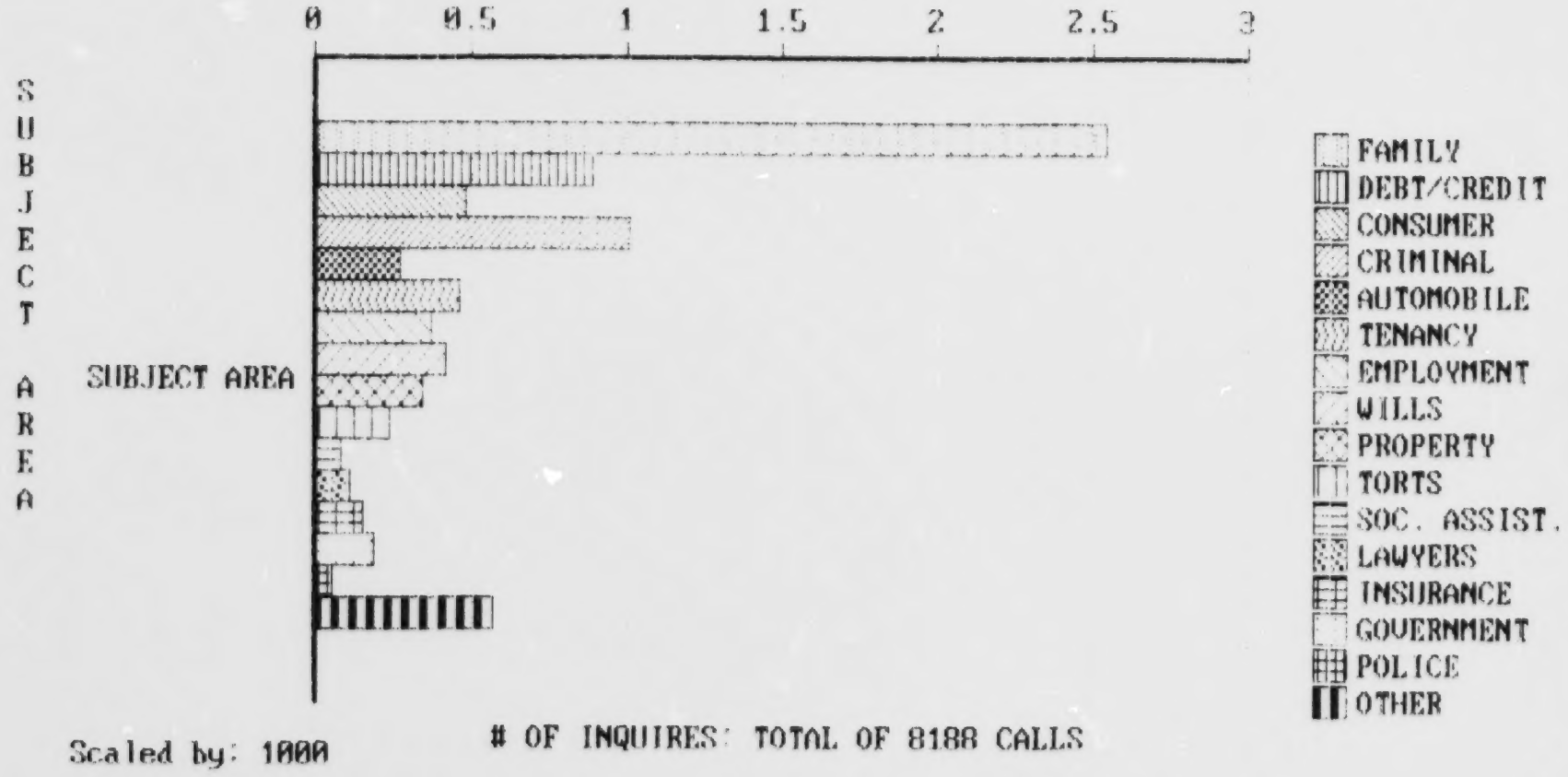
1985 - 1990



Scaled by: 1000

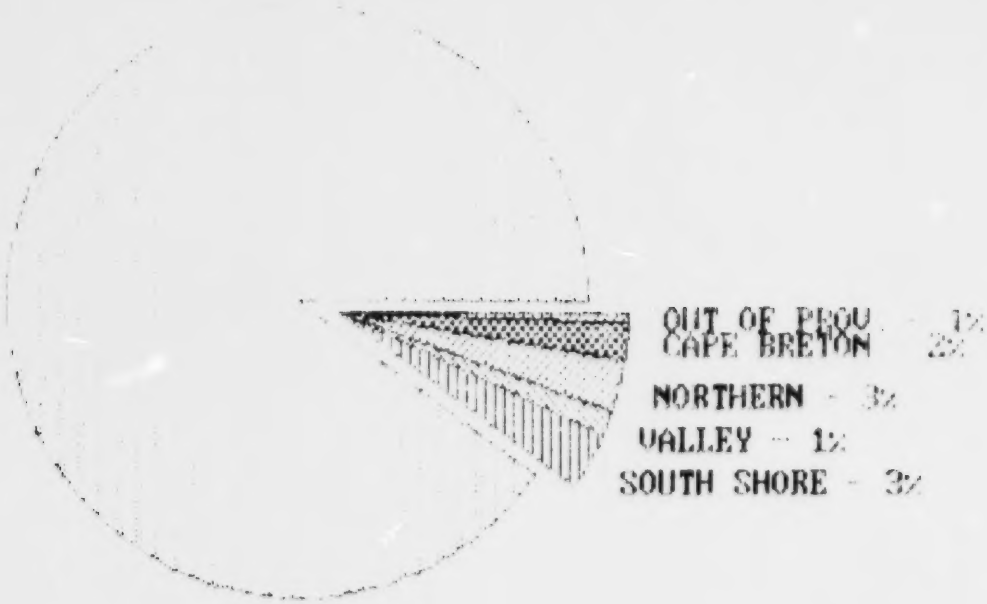
Subject of Information Requests to PLE

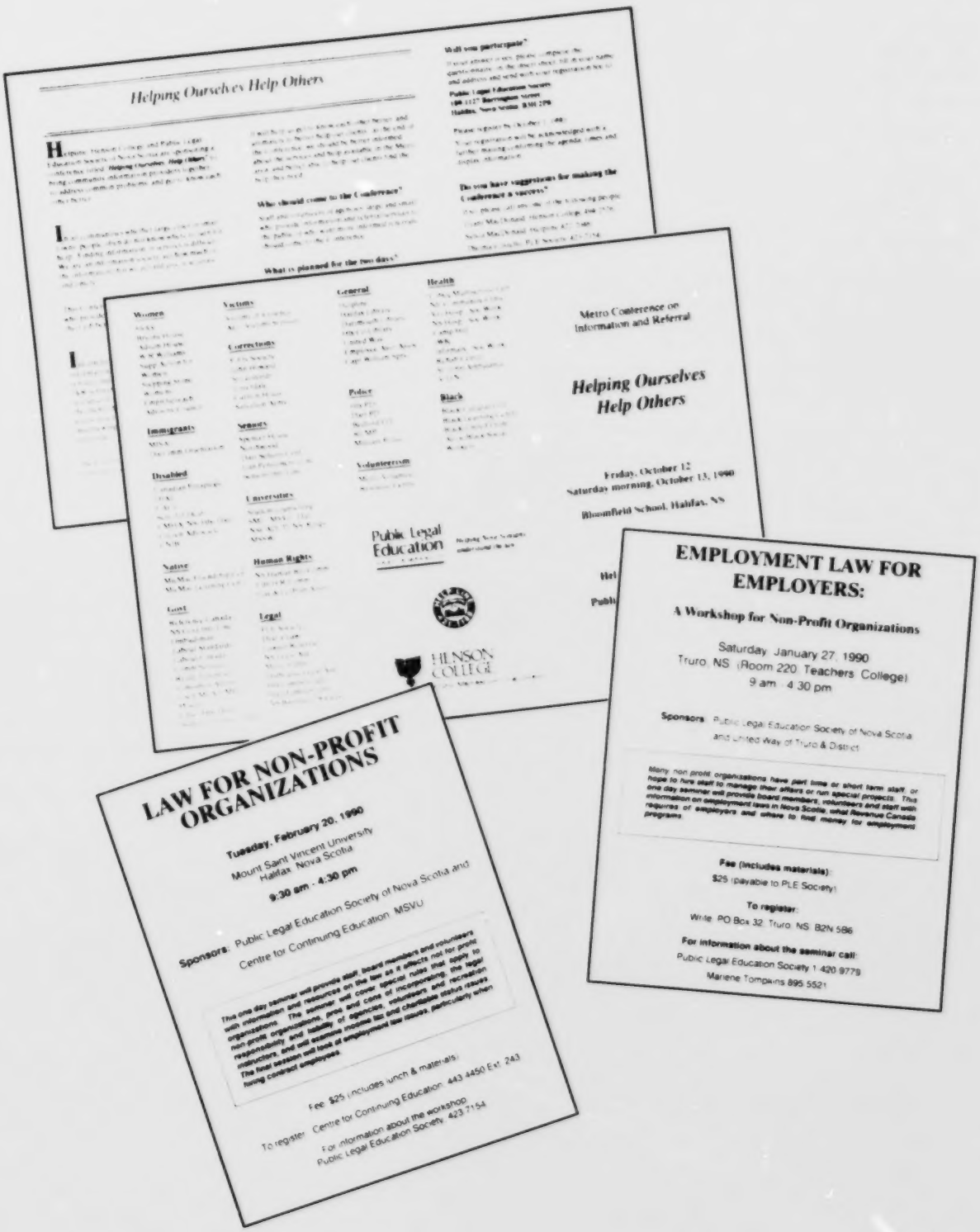
January to December 1990



Location of Callers to PLE

1990





Helping Ourselves Help Others

Will you participate?

Who should come to the Conference?

What is planned for the two days?

Do you have suggestions for making the Conference a success?

Women

Victims

General

Health

Corrections

Police

Immigrants

Seniors

Disabled

Volunteerism

Conservation

Native

Human Rights

Gays

Legal

Black

Metro Conference on Information and Referral

Helping Ourselves Help Others

Friday, October 12
Saturday morning, October 13, 1990

Bloomfield School, Halifax, NS

Public Legal Education

HENSON COLLEGE

LAW FOR NON-PROFIT ORGANIZATIONS

Tuesday, February 20, 1990

Mount Saint Vincent University
Halifax, Nova Scotia

9:30 am - 4:30 pm

Sponsors: Public Legal Education Society of Nova Scotia and Centre for Continuing Education, MSVU

This one day seminar will provide staff, board members and volunteers with information and resources on the law as it affects not for profit organizations. The seminar will cover special rules that apply to non profit organizations, pros and cons of incorporating, the legal responsibility and liability of agencies, volunteers and directors, contracts, indemnification and risk reduction measures, and tax issues including income tax and charitable status issues. The final session will look at employment law issues, particularly when hiring contract employees.

Fee: $25 (includes lunch & materials)

To register: Centre for Continuing Education 443 4450 Ext. 243

For information about the workshop:
Public Legal Education Society 423 7154

EMPLOYMENT LAW FOR EMPLOYERS:

A Workshop for Non-Profit Organizations

Saturday, January 27, 1990
Truro, NS (Room 220, Teachers College)
9 am - 4:30 pm

Sponsors: Public Legal Education Society of Nova Scotia and United Way of Truro & District

Many non profit organizations have part time or short term staff, or hope to hire staff to manage their affairs or run special projects. This one day seminar will provide board members, volunteers and staff with information on employment laws in Nova Scotia, what Revenue Canada requires of employers and others to find money for employment programs.

Fee (includes materials):
$25 (payable to PLE Society)

To register:
Write: PO Box 32, Truro, NS, B2N 5B6

For information about the seminar call:
Public Legal Education Society 1 420 9779
Marlene Tompkins 895 5521

Law Classes, Workshops and Conferences

A major service area of the Society is the provision of speakers and resources on the law to community groups, the organization of law courses, usually offered through community schools, Continuing Education Departments of School Boards and Universities, and the provision of training and professional development opportunities for teachers, agency workers and others. In 1990 over 1245 people attended single sessions in 83 locations, and over 845 others attended conferences and workshops in several locations around the province.

Single sessions offered in 1990:

Wills & Estate Law

January		
New Germany	Law teacher	
February		
Mosher River	Community School	
Amherst Regional High	Cumberland Dist.	
Dutch Settlement	Community School	
Dartmouth	Cdn Fed. University Women	
Tangier	Community School	
Halifax	St. Mary's University	
Prospect	Dist. 4 Community School	
Halifax	Parent & Tot Meeting Place	
Springhill High	Cumberland Dist.	
March		
Halifax	Halifax Senior Council	
Dartmouth	Cole Harbour Commun School	
Musquodoboit	Musquodoboit Commun. School	
Truro	Central Nova Life Underwriters	
Parrsboro	Parrsboro Commun. School	(for Parents)
April		
Sackville	Cobequid Mult Service Centre	
Halifax	Chebucto Seniors	
Halifax	St. Mary's University	
June		
New Tusket	Seniors' Group	
September		
Dartmouth	Dartmouth Seniors' Centre	(Seniors)

October

St. Peters	Sen Citizen's Bonnie Brae Club	
Springhill	Cumb. Dist School Board	
Yarmouth	Yarmouth Commun. School	
Halifax	Spencer House Seniors	(Powers of Attorney)
Bridgewater	Community College	
Eastern Passage	Eastern Passage School	
Cole Harbour	Cole Harbour Comm. School	(for Parents)

November

Halifax	Revenue Canada	
Halifax	Revenue Canada	
Dartmouth	Golden Kiwanis Club	(Seniors)

December

Halifax	Environment Canada	(Powers of Attorney)

Family Law

February

Sheet Harbour	Community School	
Sheet Harbour	Community School	

April

Halifax	Crawley's Business Academy	

May

New Ross	New Ross School	

June

Thorburn	Parents for Positive Approach to Learning Society	(Parents Rights)

October

Cole Harbour	Cole Harbour Commun. School	(Divorce)
Antigonish	NS Home Ec. Teachers	

November

Halifax	Comcare Nursing	(Child/Parents Rights)

Employment Law

January

Halifax	YWCA	

February

Halifax	St. Mary's University	(for Employees)

April

Halifax	St. Mary's University	(for Employees)
Halifax	St. Mary's University	

May		
Halifax	St. Mary's University	(for employees)
June		
Halifax	YWCA	
September		
Halifax	YWCA	(Discrimination)
October		
Sydney	NS Advisory Council	
November		
Halifax	CEIC Job Entry Program	

Consumer Law

February		
River Hebert	Community School	
River Hebert	River Hebert Comm. School	
October		
Halifax	Options Work Training	(Landlord/tenant)

Human Rights

February		
Auburn	Social Studies Teachers	

Business/Non-Profit Law

February		
Dartmouth	Cole Harbour Comm. School	(Starting a...)
New Glasgow	PALS	(Legal Obligations)
June		
Kentville	Kings Co. Recreation	
October		
Eastern Passage	Eastern Passage School	
Halifax	CMHA	(Volunteers)
Cole Harbour	Cole Harbour Comm. School	
November		
Dartmouth	The Brunch Club	

Legal System

February		
Halifax	YMCA	(Role of Lawyers)
April		
Halifax	St. Mary's University	(Scales of Justice)

Criminal Law

April		
Yarmouth	Acadia Band Ind.	(Drugs)
November		
Preston	East Preston Day Care	(Debts/Collections)
December		
Halifax	Dept. of Solicitor General	(Policing)

Small Claims Court

February	
Dartmouth	Cole Harbour Comm. School
October	
Sheet Harbour	Bridge to Bridge School

Rights of Groups

March		
Herring Cove	Herring Cove Comm. School	(Teens)
Halifax	St. Mary's University	(Women)
Dartmouth	Canadian Coast Guard	(Women)
Halifax	Community YMCA	(Teens)
June		
Halifax	NS Drug Dependency	(Youth)
September		
Halifax	Public Service Alliance of Cda	(Women)
Sydney	NS Library Assoc.	(Libraries)
October		
Windsor	Rawdon Community Hall	(Teens)
November		
Halifax	NEADS Conference	(Disabled)
Sheet Harbour	Bridge to Bridge School	(Teens)
Wagmatcook	Wagmatcook Reserve	(Natives)

December
Halifax CMHA (Mental Health)

Property Law

December
Halifax Environment Canada

Seniors

April
Dartmouth Dartmouth Seniors
Dartmouth Dartmouth Seniors Club

September
Dartmouth Dartmouth Seniors Club (Patients' Rights)

November
Kentville Alzheimer Family Support Group (Powers of Attorney)

Law classes, conferences, workshops offered in 1990:

DATE:	SUBJECT:	LOCATION:
Feb 20	**Law for Non-Profit Organizations** one day seminar co-sponsored by MSVU	Halifax
March 15	**Confronting Racism: Understanding the Issues** an evening forum co-sponsored by the Afro-Canadian Caucus, the Coalition Against Apartheid, Nova Scotia Chapters of the Congress of Black Women in Canada, International Education Centre, and the Halifax City Regional Library	Halifax
Jan-April	**Putting Our Legal Affairs in Order** eleven workshops for women	Northeastern NS
June 6	**Law for Non-Profit Organizations** one day seminar for the Confederacy of Mainland MicMacs	Truro
Oct 12 & 13	**Helping Ourselves Help Others: Metro Conference on Information & Referral** one and a half day workshop for agencies in the Halifax metro area concerned with improving effective information and referral skills and techniques, co-sponsored by Henson College and Helpline	Halifax

Oct 29 & 30 Nov 19 & 20	**Making Your Message Clear:** **A Workshop in Plain Language** these two day "hands on" workshops provided training in plain language writing for groups or institutions who write legal or quasi-legal documents for the public, their staff or their volunteers	Halifax
November	**Four Workshops: A Team Approach to Family Violence Cases** Dartmouth, Sydney, Truro, Wolfville	

Displays held in 1990:

April 17	Law Day - Bayers Road Shop Centre	Halifax
May 11	Canada Health Day IWK Hospital	Halifax
June 6	Law for Non-Profit Organizations Confederacy of Mainland MicMacs	Truro
July 13 - 15	Seniors' Expo	Halifax
Aug 23 - 25	Metro Council on Continuing Ed.	Halifax
Oct 25 - 26	Canadian Assoc. of Social Studies	Halifax

SPECIAL PROJECTS

From time to time the Society receives grants to undertake special projects. The projects may develop new resources on the law for a particular target group, offer learning opportunities on particular aspects of the law, or have a community development focus. Sometimes a project will contain all three of these components.

Regional Workshops: A Team Approach to Family Violence Cases

These four workshops brought together municipal police, RCMP, child protection and mental health workers, crown prosecutors and community agencies to work on ways to develop co-ordinated approaches to dealing with family violence and child sexual abuse cases. The project was co-sponsored by **NS Family & Child Welfare Association,** and funded by the **federal Departments of Justice, Health & Welfare and Solicitor General,** and the **provincial Departments of Community Services, Attorney General, Health & Fitness and Solicitor General.** The workshops were very successful, and over 250 people attended.

Putting Our Affairs in Order: Legal Information Workshops for Women

This very successful project, funded by **Secretary of State,** provided 280 women from eleven communities in Northeastern Nova Scotia with an opportunity to learn about family law and estate planning. Women from the Black and Native communities in those areas assisted with planning and implementation of the project, and handled all local arrangements. Subject to the availability of funding, we are planning a similar project for early 1991 for the Western Shore area of Nova Scotia.

Court Structure Task Force

We conducted a survey of over 200 community organizations for the Court Structure Task Force. The Task Force was interested in learning about the issues and concerns that groups who represent families, Blacks, Natives, women, disabled people and others have identified with the court system. Our report has been submitted to the Task Force and a summary of findings is available from PLE.

Community Outreach Project

During the summer months two students, Hope Bowden, a Dalhousie Sociology graduate, and Laurie Cook, a King's Journalism student, conducted a community outreach project. The aim of the project was to increase awareness of PLE and other legal information resources among Nova Scotians living outside the Halifax Metro area. In the light of the recommendations of the Marshall Inquiry and PLE's committment to broaden its community base, special emphasis was placed on reaching Black and Native communities.

The project workers met with Black and Native community leaders and representatives in local areas. They provided information about PLE and other resources and learned about the legal and non-legal concerns and interests of the various communities. It is hoped that PLE will be able to develop the contacts made by the project workers and that we can develop our services to better address the concerns and needs of Black and Native communities.

FINANCIAL STATEMENTS

Year ended December 31, 1990

HEMMING & CO.
CHARTERED ACCOUNTANTS

TELEPHONE (902) 423-9241

SUITE 1404
1959 UPPER WATER STREET
HALIFAX, NOVA SCOTIA
B3J 3N2

AUDITORS' REPORT

To the Members
The Public Legal Education Society of Nova Scotia

We have audited the balance sheet of The Public legal Education Society of Nova Scotia as at December 31, 1990 and the statement of income (loss) and surplus for the year then ended. These financial statements are the responsibility of the society's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the society as at December 31, 1990 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Halifax, N.S.
February 14, 1991

Hemming & Co.

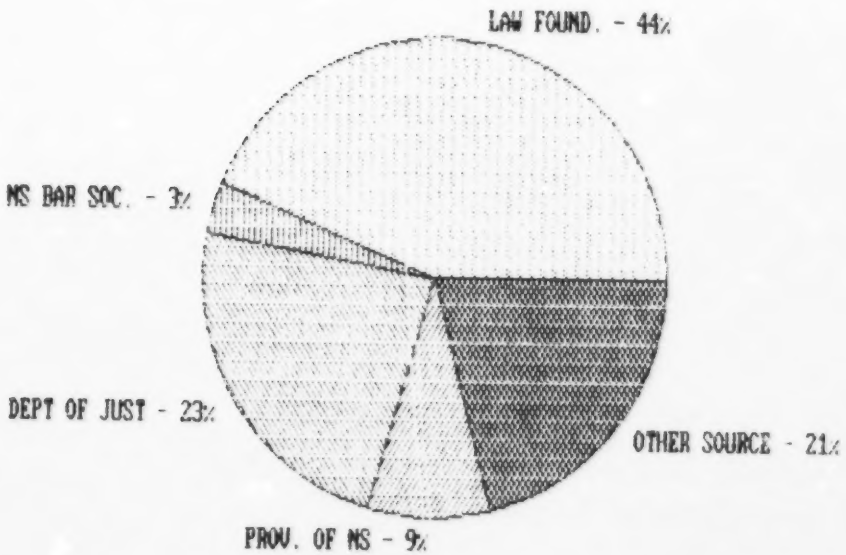
THE PUBLIC LEGAL EDUCATION SOCIETY OF NOVA SCOTIA

BALANCE SHEET AS AT DECEMBER 31, 1990

ASSETS	1990	1989
CURRENT ASSETS		
Cash and term deposits	$18,150	$20,991
Accounts receivable (Note 2)	6,729	192
Prepaid expenses	4,517	1,670
	29,396	22,853
FIXED ASSETS (Note 3)		
Furniture, fixtures and equipment, at cost	36,140	32,112
Accumulated depreciation	20,849	17,026
	15,291	15,086
CAPITAL ASSETS LEASED (Note 1)		
Equipment, at cost	29,000	18,213
Accumulated depreciation	7,030	10,928
	21,970	7,285
	$66,657	$45,224
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$13,725	$ 4,217
Deferred grant revenue (Note 4)	25,229	29,136
Current portion of lease payable	9,214	5,651
	48,168	39,004
LONG-TERM LIABILITIES		
Capital lease (Note 5)	23,451	10,487
Less current portion	9,214	5,651
	14,237	4,836
SURPLUS		
SURPLUS	4,252	1,384
	$66,657	$45,224

PUBLIC LEGAL EDUCATION SOCIETY

FUNDING 1998



THE PUBLIC LEGAL EDUCATION SOCIETY OF NOVA SCOTIA

STATEMENT OF INCOME (LOSS) AND SURPLUS

YEAR ENDED DECEMBER 31, 1990

	1990	1989
REVENUE		
Grants - Law Foundation grant	$130,000	$130,000
- Nova Scotia Barristers' Society	10,000	18,333
- Department of Justice	70,000	52,500
- Province of Nova Scotia	26,250	-
- Other grants (Schedule 1)	(880)	(1,281)
Other - Publication sales	11,517	13,861
- Sundry (Note 6)	49,560	48,172
- Gain on disposal of leased asset	2,598	-
	299,045	261,585
EXPENSES		
Program expenses (Schedule 2 and Note 7)	296,177	275,972
Loss on disposal of fixed asset	-	1,674
	296,177	277,646
NET INCOME (LOSS)	2,868	(16,061)
Surplus at beginning of year	1,384	17,445
SURPLUS AT END OF YEAR	$ 4,252	$ 1,384

THE PUBLIC LEGAL EDUCATION SOCIETY OF NOVA SCOTIA

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 1990

1. ACCOUNTING POLICIES

(a) Fixed assets are recorded at cost and are being depreciated using the diminishing balance method at 20% per annum.

(b) Capital assets leased are stated at cost and are being depreciated using the straight-line method over 5 years.

2. ACCOUNTS RECEIVABLE

	1990	1989
Province of Nova Scotia	$ 3,450	$ -
Department of Justice	705	-
Miscellaneous	2,574	192
	$ 6,729	$ 192

3. FIXED ASSETS

	Cost	Accumulated Depreciation	Net 1990	Net 1989
Office equipment	$24,233	$13,048	$11,185	$ 9,953
Furniture and fixtures	11,907	7,801	4,106	5,133
	$36,140	$20,849	$15,291	$15,086

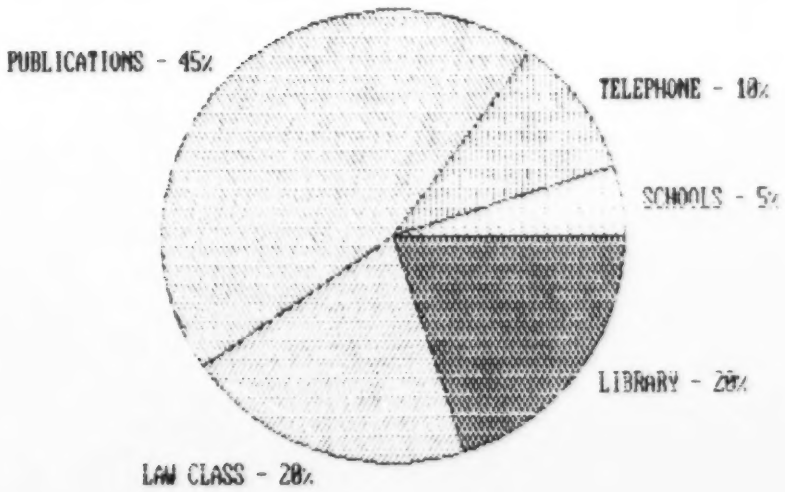
4. DEFERRED GRANT REVENUE

	1990	1989
Province of Nova Scotia	$ 8,750	$ -
Department of Justice	12,600	16,033
Secretary of State - Confronting Racism	2,885	12,553
Department of Justice - Plain Language Workshop	994	-
1990 Teachers' Conference	-	550
	$25,229	$29,136

Deferred grant revenue represents grant advances received in excess of expenditures during the year which will be used to fund the project activities in the following year.

PUBLIC LEGAL EDUCATION SOCIETY

Administrative Expenses



5. **CAPITAL LEASE**

Minimum lease payments:

1991	$ 9,214
1992	9,214
1993	8,681
1994	8,574
1995	4,287
	39,970
Less interest	16,519
	$23,451

6. **SUNDRY REVENUE**

	1990	1989
Contract revenues	$ 8,950	$25,893
Expense recoveries	13,843	3,587
Law Day luncheon	8,560	12,040
Other grants	5,194	-
Conferences/Workshops	4,983	393
Interest	3,677	1,437
Donations	2,388	3,035
Video Production	1,250	-
Memberships	192	62
Miscellaneous	523	2,725
	$49,560	$48,172

7. **EXPENSES**

Administration expenses were allocated to the various programs based on the following formula:

Schools	5%
Telephone	10%
Publications	45%
Law Classes and Workshops	20%
Public Legal Education Library	20%
	100%

THE PUBLIC LEGAL EDUCATION SOCIETY OF NOVA SCOTIA

SCHEDULE OF GRANTS AND ASSOCIATED EXPENSES

YEAR ENDED DECEMBER 31, 1990

	Legal Affairs in Order	C.E.I.C. Section 25
TOTAL GRANT APPROVED	$17,144	$1,965
Grant revenue received in year	$ -	$1,965
Grant revenue receivable in 1990	-	-
Grant revenue deferred to 1991	-	-
Grant revenue deferred to 1990	12,552	-
	12,552	1,965
Expenses incurred in year	12,991	2,500
EXCESS OF EXPENSES OVER REVENUE	($ 439)	($ 535)

SCHEDULE 1

C.E.I.C. Seed	Regional Workshops Projects	Totals 1990	Totals 1989
$2,598	$54,099	$ 75,806	$152,569
$2,598	$47,279	$ 51,842	$ 79,019
-	-	-	-
-	-	-	-
-	-	12,552	(12,552)
2,598	47,279	64,394	66,467
2,598	47,185	65,274	67,748
$ -	$ 94	($ 880)	($ 1,281)

THE PUBLIC LEGAL EDUCATION SOCIETY OF NOVA SCOTIA

ALLOCATION OF ADMINISTRATIVE EXPENSES

ENDED DECEMBER 31, 1990

	Administrative	Schools	Telephone
Salaries and employee benefits	$ 75,530	$ -	$ -
Staff travel	4,036	-	-
Office supplies	5,082	-	-
Advertising and promotion	1,501	-	-
Memberships	931	-	-
Telephone	2,831	-	-
Postage	2,926	-	-
Insurance	1,020	-	-
Interest and bank charges	2,564	-	-
Rent and electricity	19,989	-	-
Professional fees	2,200	-	-
Miscellaneous	2,099	-	-
Depreciation	9,623	-	-
Program services	-	-	-
Board and committee expenses	2,838	-	-
Library purchases	-	-	-
Video production	-	931	-
Publication expenses	-	-	-
Maintenance and repairs	2,707	-	-
Information and referral	-	-	64,831
Fund raising costs	6,081	-	-
Photocopies	4,052	-	-
Equipment rental	986	-	-
	146,996	931	64,831
Allocation of administrative expenses	(146,996)	7,350	14,700
	$ -	$8,281	$79,531

SCHEDULE 2

Publications	Adult Programs	Public Legal Education Library	Total
$ -	$ -	$ -	$ 75,530
-	-	-	4,036
-	-	-	5,082
-	-	-	1,501
-	-	-	931
-	-	-	2,831
-	-	-	2,926
-	-	-	1,020
-	-	-	2,564
-	-	-	19,989
-	-	-	2,200
-	-	-	2,099
-	-	-	9,623
-	29,971	-	29,971
-	-	-	2,838
-	-	9,948	9,948
-	-	-	931
43,500	-	-	43,500
-	-	-	2,707
-	-	-	64,831
-	-	-	6,081
-	-	-	4,052
-	-	-	986
43,500	29,971	9,948	$296,177
66,148	29,399	29,399	
$109,648	$59,370	$39,347	